

# CINE-GT 2911 Directed Internship

**Spring 2017**

**Course Syllabus**

**Moving Image Archiving and Preservation Program, NYU**

**Instructor:** Sally Hubbard

**Email:** [sah11@nyu.edu](mailto:sah11@nyu.edu)

**Office Hours:** By Appointment.

**Location:** 721 Broadway, Room 635

**Class Schedule.** This class will involve five meetings in all: three full class meetings, one individual meeting with each student, and one meeting with the both student and their on-site internship supervisor.

**Full Group Meetings:** 6:00pm-7:30pm

Thursday, January 26

Thursday, March 9

Thursday, April 27

**Individual Student Meetings:** 6:00pm-8:00pm, Student/Day allocation TBD on January 26<sup>th</sup>.

Thursday, February 9 (4 students, 30 minutes each)

Thursday, February 23 (4 students, 30 minutes each)

**Individual Student/Supervisor Check-Ins:** Student/Day/Time allocation TBD beginning March 9<sup>th</sup>.

Timing flexible and other dates possible if required. Skype/phone use presumed.

Thursday, March 23 (4 student/supervisor pairs)

Thursday, March 30 (4 students/supervisor pairs)

**Guest Speakers may be invited to the March and/or April class meetings, to be confirmed.**

**Scope:** This course is centered on MIAP student internships at institutions in the New York metropolitan area. The class may include both students currently interning and those preparing for future internships. The internships provide hands-on experience with moving image and audio materials, as well as exposure to the various types of organizations that acquire, process, exhibit, and preserve these materials.

Students meet as a group to contextualize the internship experience, discuss archiving and preservation approaches, assess the fields theoretical foundation and it's practical implications in a real-world setting; and identify issues or concerns related to their internship work.

**Goals:** The goal of this course is to increase student's knowledge and understanding through collaboration and sharing of experiences. An emphasis will be placed on learning from the experience of others, and well as through teaching. Students will gain a stronger understanding of the current state of the field of film, video and audio archiving and preservation and consider various post-graduate school paths.

**Attendance and Active Participation:** in addition to the on-site internship commitment outlined below, students are expected to attend all class sections and to make substantial contributions to group

discussions. Students are expected to arrive prepared to share experiences, and/or identify issues on which they require assistance. Students are encouraged to suggest topics for discussion that may be of interest to the group. Additional readings may be assigned throughout the semester, please be prepared to discuss. When guest speakers are scheduled to visit, all students will be expected to research the guests institution and position prior to class so as to ask informed questions. Other readings may be assigned.

Unexcused absences will affect final grades. Because this course relies heavily on active participation and discussion, students are asked to refrain from using laptop computers or phones in the classroom, unless using them for presentation purposes.

## Assignments:

1. Internship Agreement, due Feb. 9<sup>th</sup>
2. Mid-term update, verbal only, due Mar. 9<sup>th</sup>
3. Final Report, due May 8<sup>th</sup>
4. Internship Evaluation Survey, due May 8<sup>th</sup>

### Assignment 1: Internship Agreement

At the beginning of the semester students must negotiate a written agreement with the internship supervisor, outlining: the goals of the internship, tasks to be performed, and a work schedule (including start and end dates.) The internship supervisor must submit the agreement in electronic form as acknowledgement that the agreement meets his/her approval.

To facilitate this, students must:

- Draft the Internship Agreement
- Review the Agreement with their internship supervisor. If revisions need be made, the supervisor and intern should work together to edit the document.
- When the document has been finalized, email it to the internship supervisor, cc'ing the course instructor ([sah11@nyu.edu](mailto:sah11@nyu.edu)). The supervisor must confirm via email that he/she has read and approves the agreement.

### Assignment 2: Mid-term Update Presentation

Please come to the March 9<sup>th</sup> class prepared to give an update on your internship to the group. Students are encouraged to create slides (e.g. in PowerPoint or Keynote) to illustrate their presentation. The slides can illustrate the internship projects and tasks performed to date and skills the intern is developing or strengthening, and any challenges. Students should also be prepared to report on whether the internship goals will be met within the available time frame, and any scheduling or supervision concerns.

Please also have some proposed times for supervisor/student check in on March 23<sup>rd</sup> or 30<sup>th</sup>.

### Assignment 3: Final Report

At the end of the semester, interning students will submit a final report, following the same submission protocol outlined for the internship agreement. Internship supervisors must have read and approved of the report. This report is expected to be 1,500 words (minimum) and should address the following:

- Background and overview of the institution
- Overview and history of the collection
- Physical description of the collection
- Description of intern projects and tasks performed
- Skills developed or strengthened
- What you hope to get out of future internships (if applicable)
- The internship requirement(s) fulfilled

- If goals and/or tasks differed from the Internship Agreement, the reasons for the changes

## MIAP Digital Archive

All course paper/projects will be submitted in electronic form and conform to the established MIAP file-naming convention. The materials will be made part of the MIAP digital archive in a private space for faculty use and on the MIAP web site, unless there is a legitimate reason for materials to be restricted.

Please adhere to the following naming convention:

17s = Spring 2017  
2911 = Class Number  
other = Student's last name  
a# = assignment number (1, 2, etc.)  
x = restricted work designation

### Example:

Standard naming convention: 17s\_2911\_other\_a1.docx  
Restricted naming convention: 17s\_2911\_other\_a1\_x.docx

## Grading Criteria

To pass this class, students must successfully complete the required 210 internship hours. Assignments received after the due date without permission will result in a full grade lower for each day late.

### Attendance and Active Participation: 35%

- Class participation reflects active engagement in learning and discussing issues related to archive and preservation.
- Preparedness, which may include initiating discussion and asking questions of guest speakers.
- Unexcused absences and more than one excused absence will impact your final grade.

### Internship Agreement: 15%

- Must include all components listed above.
- Supervisor must approve by the due date, or later date must be agreed with Professor, with reason given.

### Final Paper (35%)

- Must include all components listed above
- Supervisor must approve by the due date

### Intern Survey (5%)

- Complete by due date
- Submit required photos to MIAP

### Supervisor Satisfaction (10%)

- Internship supervisor will complete a survey reporting on the intern's performance, attendance/punctuality, and work habits

## **PLAGIARISM AND ACADEMIC INTEGRITY**

Any student guilty of plagiarism will be assigned a course grade of F. Read the Advisory on Plagiarism and Academic Integrity: <http://www.nyu.edu/tisch/preservation/program/ongoing/plagiarism.htm>

## **MIAP INTERNSHIP REQUIREMENTS**

Students are required to complete two semester-long internships (15 hours per week for 14 weeks) and one full-time summer internship (35 hours per week for 10 weeks). Of these internships:

- At least one internship must involve an aspect of collections management
- At least one internship must involve restoration/preservation and/or vendor relations
- At least one internship must deal with video
- At least one internship must deal with film

Please note: one internship can fulfill more than one requirement. If any internship hours are missed during this 14–week period due to MIAP class trips or for another reason, the supervisor and student are expected to determine if and how those hours will be made up. For additional information, please visit the MIAP Internship (<http://miapinternshipguide.weebly.com/>) site or contact your instructor.

#### **Assignment 4: Evaluation Survey**

At the end of the internship, each student will complete a survey detailing his or her experiences. The MIAP department also requires that students submit two digital photos with descriptive labels, which document their activities at the internship site.

Note: Internship supervisors will also complete Intern Evaluations for review by the instructor; these evaluations – in which supervisors rate your performance, attendance/punctuality, and work habits—will be factored into final grades.